

AMERICANS WITH DISABILITIES ACT POLICY

PURPOSE

The Department of Construction Services (DCS) is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes following the mandates of the Americans with Disabilities Act of 1990 (ADA), a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. DCS also observes all Connecticut laws and regulations that apply to individuals with disabilities.

DCS strictly prohibits discrimination on the basis of disability. Further, it is the policy of DCS not to exclude persons with a disability from participation in any program or activity. Accordingly, it is the policy of the DCS to provide access to all of its programs, services and facilities to persons with disabilities in accordance with Title II of the Americans with Disabilities Act.

WHAT IS A DISABILITY UNDER THE ADA?

Under the ADA, an individual with a disability is any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

REASONABLE ACCOMMODATIONS

DCS will reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden. DCS will make every reasonable effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. DCS, in its discretion, may require the individual to provide additional information about his or her disability or limitations and the need for an accommodation.

The ADA does not require DCS to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

HOW TO REQUEST ACCOMMODATION:

In connection with current employment at DCS or the interview process: Qualified employees or applicants with disabilities may request accommodations in order to perform the essential functions of their jobs or to gain access to the hiring process. Such requests should be made to the DCS Human Resource Division (DAS Small Agency Resource Team) or the employee's manager or supervisor.

In connection with facility-related matters/accommodations: Qualified individuals with a disability who require a facility-related accommodation should contact **Douglas Moore at (860) 713-5885 or doug.moore@ct.gov**.

In connection with other programs, services or activities of DCS: Qualified individuals with a disability who require an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service, or activity of DCS should contact Deborah Hearl, Human Resources Specialist, (860) 713-5314 or the DCS ADA Coordinator, Alicia Nuñez at (860) 713-5317 for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of his or her specific needs.

COMPLAINTS

Complaints that a request for accommodation has been denied or that a DCS program, service, or activity is not accessible to persons with disabilities should be filed in writing with the DCS Coordinator, Alicia Nuñez, Equal Employment Opportunity Manager, Department of Administrative Services, 165 Capitol Avenue, State Office Building 5th Floor East, Hartford, CT 06106, telephone at (860) 713-5317, e-mail at alicia.nunez@ct.gov.

NO RETALIATION

DCS strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Agents of DCS shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under the ADA or Connecticut law or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA or Connecticut.

Donald DeFronzo
Commissioner, Department of Construction Services